
Welcome to...

Reimbursable Resource Management

Welcome and Introductions



Course Prerequisites



- ✓ Change Discussions
- ✓ RWD SAP 4.6C
- ✓ Budget Funds Management Course



Course Objectives



- At the end of this course, individuals should be able to use SAP to:
 - Record and Distribute Reimbursable Authority
 - Create and Maintain Funds Reservations



Benefits of Reimbursable Resource Management



- SAP provides an automated means to:
 - Record and distribute reimbursable budget authority to all NASA Agency and Center levels
 - Create and maintain Funds Reservations



Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction & Background	00:20
2. Topic 1: Introduction to Reimbursable Process in SAP	01:20
3. Topic 2: Reimbursable Funds Control Process and Funds Reservation	02:10
4. End of Course Review/Feedback	00:10
Total Course Time	04:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Exercises
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the Training Evaluation Form



Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
 - Assist with completion of transactions in the SAP system



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3

Background Knowledge

Background Knowledge



- FM Key definitions:

- **Budget Sub-type:** Element within SAP which, when combined with other FCS elements, defines Funds Control
- **Business Area:** Element within SAP that identifies NASA Centers
- **Commitment Item:** Element within SAP that identifies the OMB Object Classes
- **Derivation Rule:** Functionality within SAP that provides the linking of specific FCS elements together to perform funds checking and control



Background Knowledge



- FM Key definitions:

- **Document Type:** Element within SAP that when combined with Budget Subtypes links to specific Standard General Ledger (SGL) accounts
- **Functional Area:** Element within SAP that represents Congressional Operating Plan (COP) Line Item Numbers
- **Functional Area Group:** Element within SAP that represents one of the current five NASA Enterprises and a Non-Enterprise office summary grouping

Background Knowledge



- FM Key definitions:

- **Fund:** Element within SAP that identifies the following four FCS elements: appropriation, fund source, program year, and fund type
- **Fund Center:** Element within SAP which, when combined with other FCS elements, will be used to distribute budget
- **Fund Center Classification:** Element within SAP that represents the nine Financial Classification Structure (FCS) Elements

Background Knowledge



- FM Key definitions:

- **Funds Management:** SAP module providing funds control and distribution functionality
- **Funds Reservation Document (or Earmarked Funds):** Element within SAP that provides a lower level funds distribution for reimbursable orders and funding sources
- **Receiver Fund:** Element within SAP that identifies the receiving fund



Background Knowledge



- FM Key definitions:

- **Sender Fund:** Element within SAP that identifies the sending fund
- **Sales Order:** Element within SAP that captures detailed information related to reimbursable agreements/orders
- **Transfer:** Activity within SAP that distributes funding



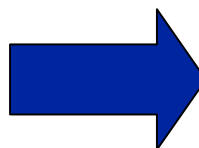
Background Knowledge



Differences between SAP and the previous system:

Old System:

- Agency-Wide Coding Structure
- Several accounting systems used throughout the Agency
- Paper process used to perform funds distribution



SAP System:

- New Financial Classification Structure (FCS) and terminology
- One integrated system used Agency-wide
- Automated process used to perform budget distribution



Topic 1

Introduction to Reimbursable Process in SAP

Topic Overview



- Introduction to Reimbursable Process in SAP
 - Establish and process reimbursable orders
- Process Flows: Record and Maintain Reimbursable Budget Authority



Topic 1: Objectives



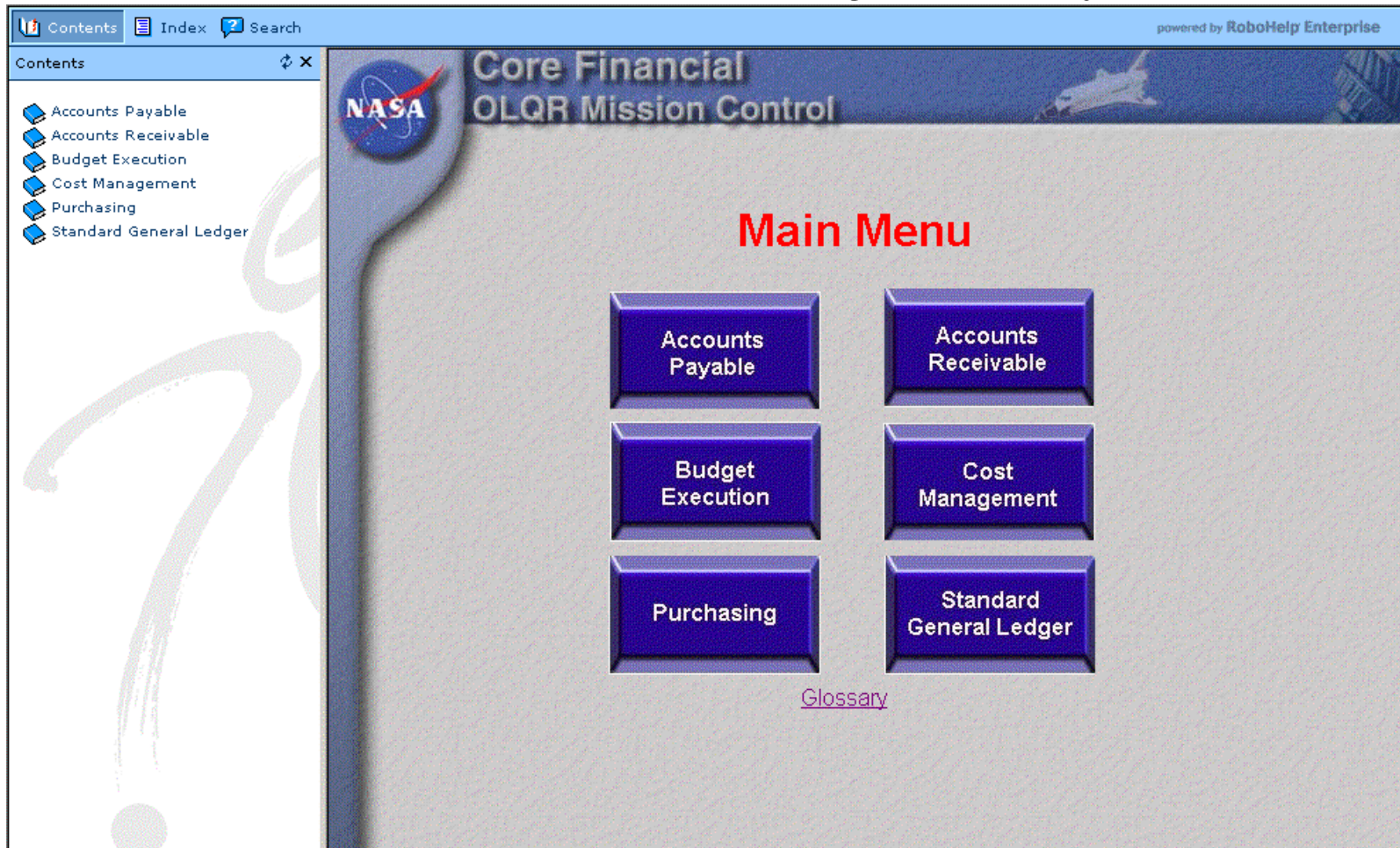
- Upon completion of Introduction to Reimbursable Process in SAP, individuals should be able to accomplish the following:
 - Describe the Record and Maintain Reimbursable Budget Authority process flow
 - Comprehend the various components of the Reimbursable Orders process



Topic 1: Process Flow



Record and Maintain Reimbursable Budget Authority



Reimbursable Agreement / Order



■ Funds Center Structure (funds control level):

- The Funds Center structure will be configured with Fund Centers (current AWCS codes) that are necessary for 506, Level 2: Agency to Enterprise, and the 506A, Level 3: Enterprise to Centers and Enterprise Offices
- Level 3 funding distribution will represent blanket reimbursable authority at the Center level
- When Center receives a Reimbursable Agreement/Order, several events may take place:
 - ↓ Establishment of appropriate Project Structures
 - ↓ Establishment of a Sales Order
 - ↓ Establishment of a Funds Reservation document for the direct and overhead funded portion of an Order
 - ↓ Transfer funding from Level 3 Fund Center to Level 4 Carrier Accounts/Cost Pools Fund Centers as needed



Reimbursable Agreement/Order



■ Project Structure (cost collection level):

- WBS's will be configured to represent the AWCS structure
- Below the AWCS reporting level, a WBS will be established for each fund (Appropriation, Fund Source, Program Year) by Order
- Networks will be used to collect cost at a Center or Project specific detailed level below the Reimbursable Order WBS levels



Reimbursable Agreement/Order Project / WBS Structure



SAP Structure Overview

Choose functions | Graphics | Profile Settings

Project structure	Projektnr
Spacecraft Goes 1-M	62R-616-31
Spacecraft Goes 1-M	62R-616-31-
Conversion Costs Only	62R-616-31-CNV-8
Conversion Costs Only	62R-616-31-CNV-9
Dept Comm Spacecraft Goes 1-M SAT292001R	62R-616-31-9Q78-01
Dept Comm Spacecraft Goes 1-M SAT412002R	62R-616-31-9Q78-02
Reimbursable	12 000030
Dept Comm Spacecraft Goes 1-M SAT412002R	800000011 000020
Dept Comm Spacecraft Goes 1-M SAT412002R	800000023 000020
Dept Comm Spacecraft Goes 1-M SAT412002R	800000031 000040
Dept Comm Spacecraft Goes 1-M SAT412002R	800000049 000030
Contractor Costs	6000080 0005
Dept Comm Spacecraft Goes 1-M SAT422002R	62R-616-31-9Q78-03
External Production	6000080

← WBS by Fund

T01 (1) (311) ifmptst INS



Reimbursable Agreement/Order Funds Reservation Document



Funds reservation: Display Overview scrm

Document number: 100000009 Document date: 03/20/2002
 Document type: RI Reimbursable Auth Reserv... Posted on: 03/20/2002
 Company code: NASA USD Agency Currency/rate: USD
 Doc.text: 62R-616-31 Spacecraft Goes 1-M
 Grand total: 2,130,514.00

D...	Overall amount	Text	Commitment item	Funds center	Fund	FA	G/L accou...	WBS element
1	1,499,990.00	533 Contract (PR)	2600	62-616	SAT292001R	102	6100.2618	62R-616-31-9Q78-01
2	100,000.00	Labor (CM)	1110	62-LABOR	SAT412002R	062	6100.1111	62R-616-31-9Q78-02
3	67,850.00	Travel (AP)	2100	62-SDTRAVEL	SAT422002R	063	6100.2111	62R-616-31-9Q78-03
4	23,804.00	Agency OH - ROS	9200.9945	62-771	SAT292001R	064	6100.9945	62R-771-50-A0-9Q78-01
5	146,222.00	Center OH - ROS	9200.9935	62-771	SAT292001R	064	6100.9935	62R-771-50-C0-9Q78-01
6	44,207.00	Agency OH - Labor	9200.9940	62-LABOR	SAT412002R	062	6100.9940	62R-092-03-A0-9Q78-01
7	125,819.00	Center OH - Labor	9200.9930	62-LABOR	SAT412002R	062	6100.9930	62R-092-03-C0-9Q78-01
8	30,376.00	Center OH - Fringe	9200.9910	62-LABOR	SAT412002R	062	6100.9910	62R-092-03-C0-9Q78-01
9	37,126.00	Center OH - Fringe FERS	9200.9915	62-LABOR	SAT412002R	062	6100.9915	62R-027-03-9Q78-01
10	27,560.00	Contract Administration	2550	62-361	SAT292001R	102	6100.2550	62R-361-00-9Q78-01
11	27,560.00	Contract Administration	9200.9920	62-361	SAT292001R	102	6100.9920	62R-361-00-9Q78-01

Position: []

- 1: Fund Reservation Number
- 2: Line Number
- 3: Agreement/Order Tasks
- 4: Fund (APPR, FS, PY, Fund Type)
- 5: WBS (Account Assignment)
- 6: Order Number (assigned by Center Reimbursable Manager)
- 7: Fund Indicator



Topic 1 Debrief



- Describe the Record and Maintain Reimbursable Budget Authority process flow
- Comprehend the various components of the Reimbursable Orders process



Topic 2

Reimbursable Funds Control Process and Funds Reservation

Topic Overview



- Reimbursable Funds Control Process and Funds Reservation
 - Reimbursable Funds Management Procedures
- Process Flows: Record and Maintain Reimbursable Budget Authority and Process Funds Reservation



Topic 2: Objectives

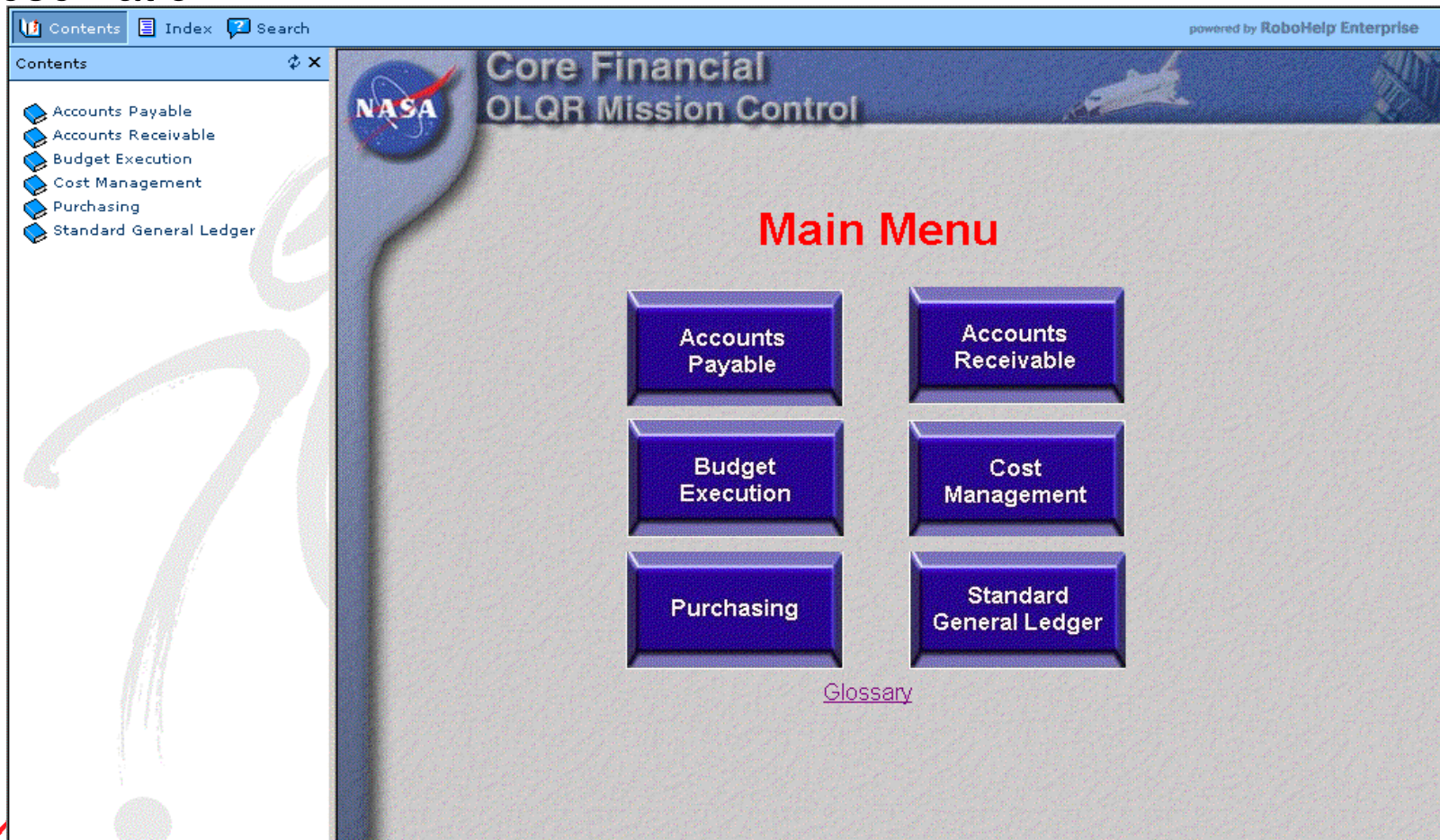


- Upon completion of Reimbursable Funds Control Process and Funds Reservation, individuals should be able to accomplish the following:
 - Describe the Record and Maintain Reimbursable Budget Authority process flow
 - Describe the Process Funds Reservation process flow
 - Record and maintain Reimbursable authority at all Agency and Center levels
 - Create and maintain Funds Reservations

Topic 2: Process Flow



Record and Maintain Reimbursable Budget Authority/Process Funds Reservation



Topic 2: Process Flow Continued



- Record and Maintain Reimbursable Budget Authority sub-process:
 - Center Reimbursable Manager requests creation of project structures, Funds Reservation, and/or change to a reimbursable order
- Process Funds Reservation sub-process:
 - NASA creates a reimbursable order
 - Funds Reservation document is created



Topic 2: Process Flow Continued



- Process Funds Reservation sub-process continued:
 - Funds Reserver increases/decreases line item amounts as necessary
 - Documents with expiring funds changed to current program year
 - Funds Reserver closes Funds Reservation document



Demonstrations and Exercises Introduction



Demonstrations and Exercises



-
- **Display Sending Fund Center/Fund Reimbursable Authority Balance**
 - **Record Anticipated Reimbursements Level 1**
 - **Record Reimbursable Apportionment Level 1**
 - **Record Reimbursable Allotment Level 1**
 - **Record Reimbursable Level 2 Program/Non-Programmatic Authority**
 - **Record Reimbursable Level 3 Center Authority**



Demonstrations and Exercise Continued



-
- Compare Receiving Fund Center Reimbursable Authority and Current Reimbursable Operating Plan
 - Create Funds Reservation
 - Change Funds Reservation (Line Items) Authority
 - Change Funds Reservation Authority to New Program Year
 - Close Funds Reservation (Line Items)



Screenshot

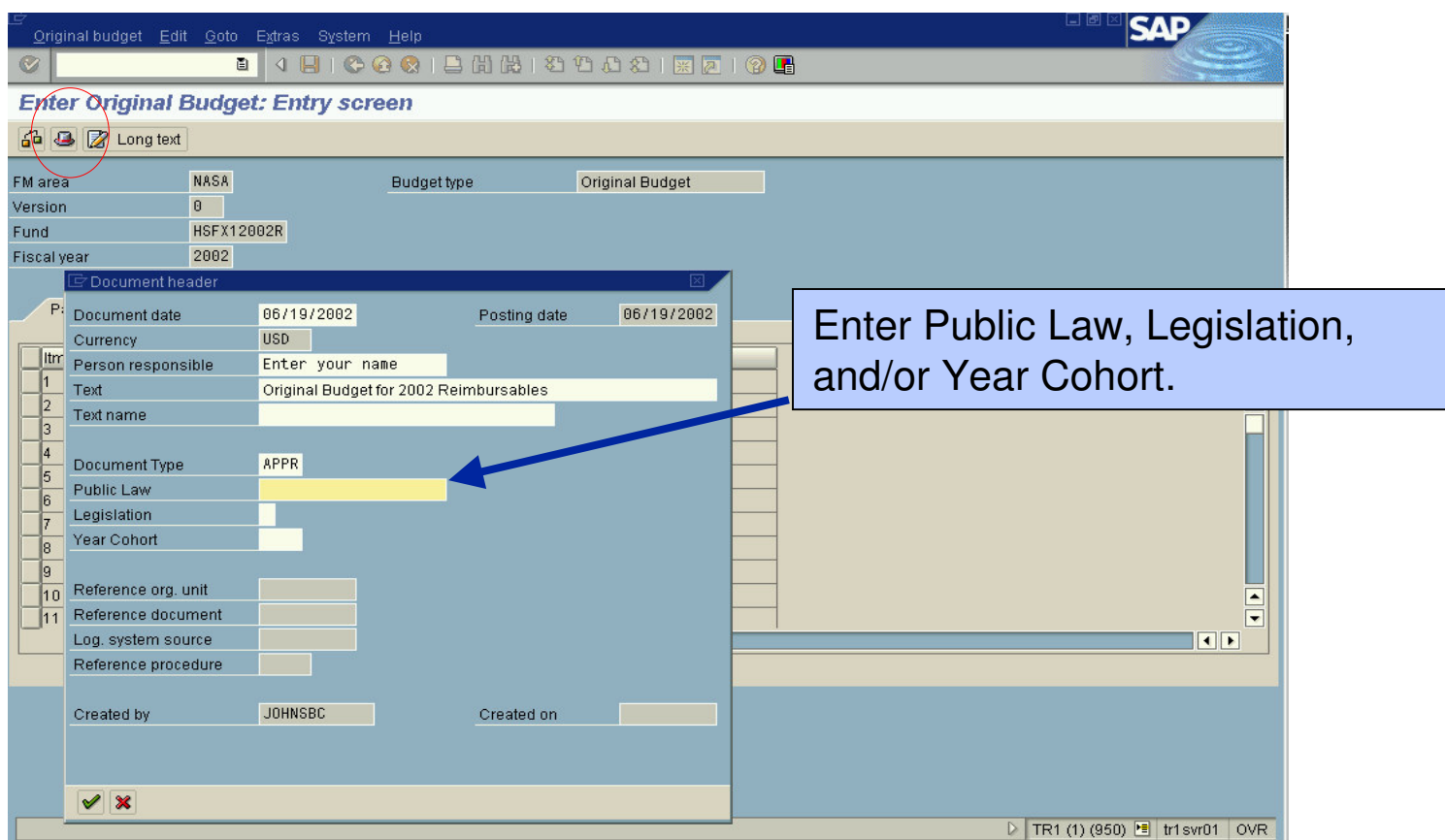


- Enter Original Budget: Initial Screen

A screenshot of the SAP 'Enter Original Budget: Initial screen'. The window title is 'Original budget' with menu options 'Edit', 'Goto', 'System', and 'Help'. The title bar also shows the SAP logo. The main title of the screen is 'Enter Original Budget: Initial screen'. Below this, there is a 'Control total' section with a button for 'FM Area'. The 'Fixed budget dimensions' section contains a 'Fund' field with the value 'HSFX12002R', which is circled in red. Below this is the 'General parameters' section, which includes fields for 'FM area' (NASA), 'Version', 'Document date' (06/19/2002), 'Posting date' (06/19/2002), 'Document Type' (APPR), 'Fiscal year' (2002), and 'Period'. A blue text box with a black border is overlaid on the right side of the screen, containing the text: 'The "R" suffix identifies the Fund as Reimbursable.' The status bar at the bottom right shows 'TR1 (1) (950)', 'tr1svr01', and 'OVR'.

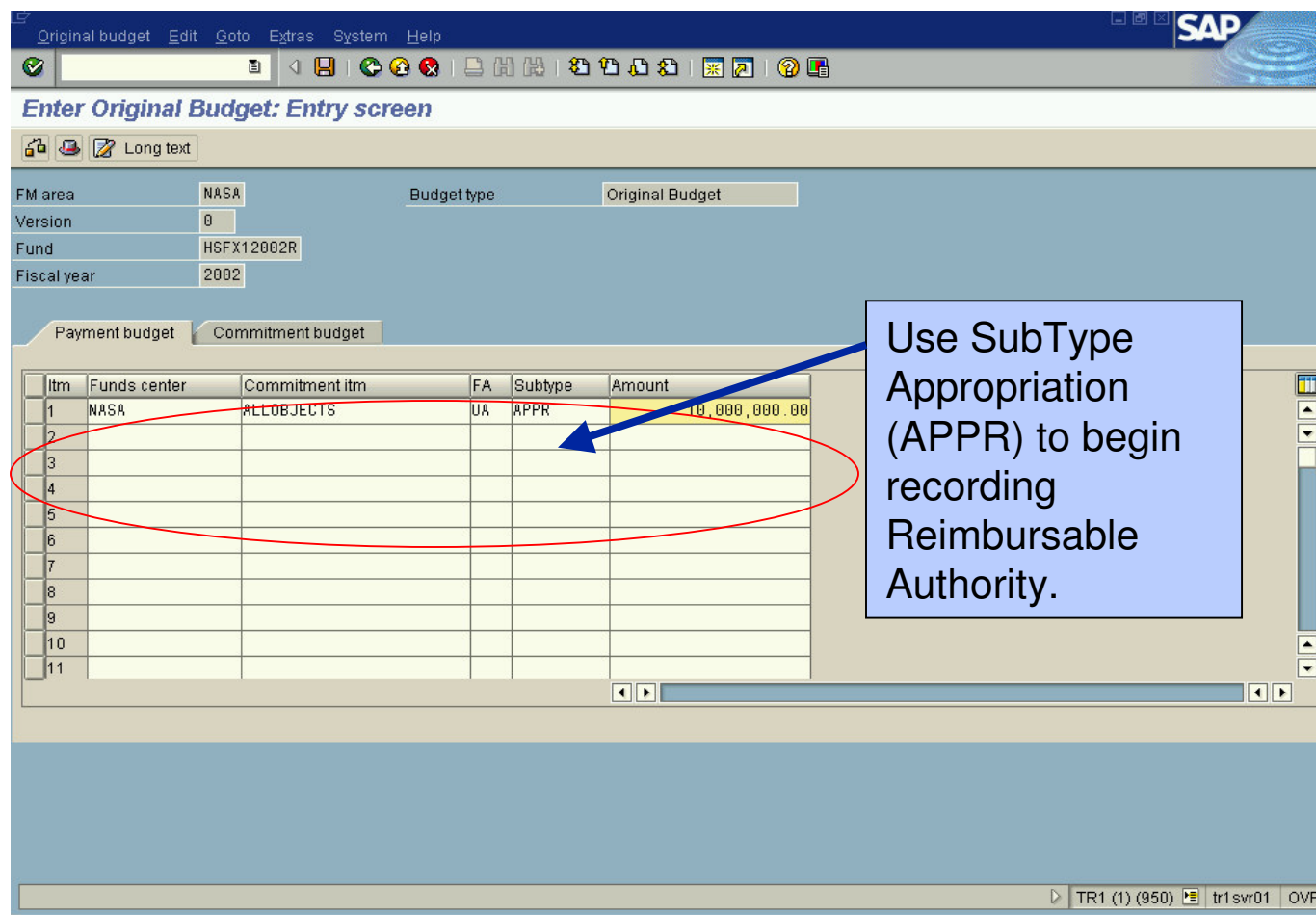
Screenshot

- Enter Original Budget: Entry Screen



Screenshot

- Enter Original Budget: Entry Screen



Original budget Edit Goto Extras System Help

Enter Original Budget: Entry screen

Long text

FM area NASA Budget type Original Budget

Version 0

Fund HSFX12002R

Fiscal year 2002

Payment budget Commitment budget

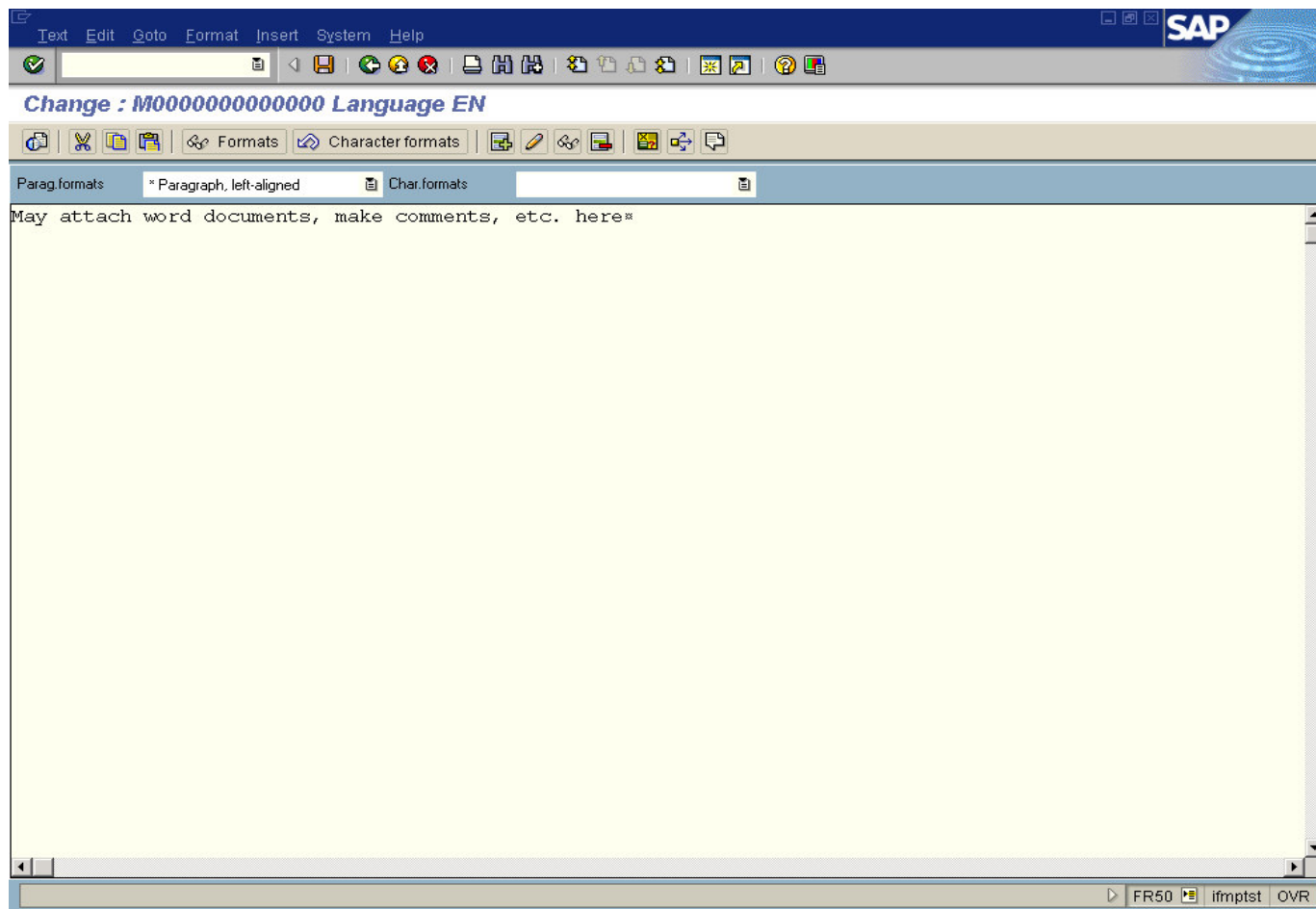
Itm	Funds center	Commitment itm	FA	Subtype	Amount
1	NASA	ALLOBJECTS	UA	APPR	10,000,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

TR1 (1) (950) tr1svr01 OVR

Use SubType Appropriation (APPR) to begin recording Reimbursable Authority.

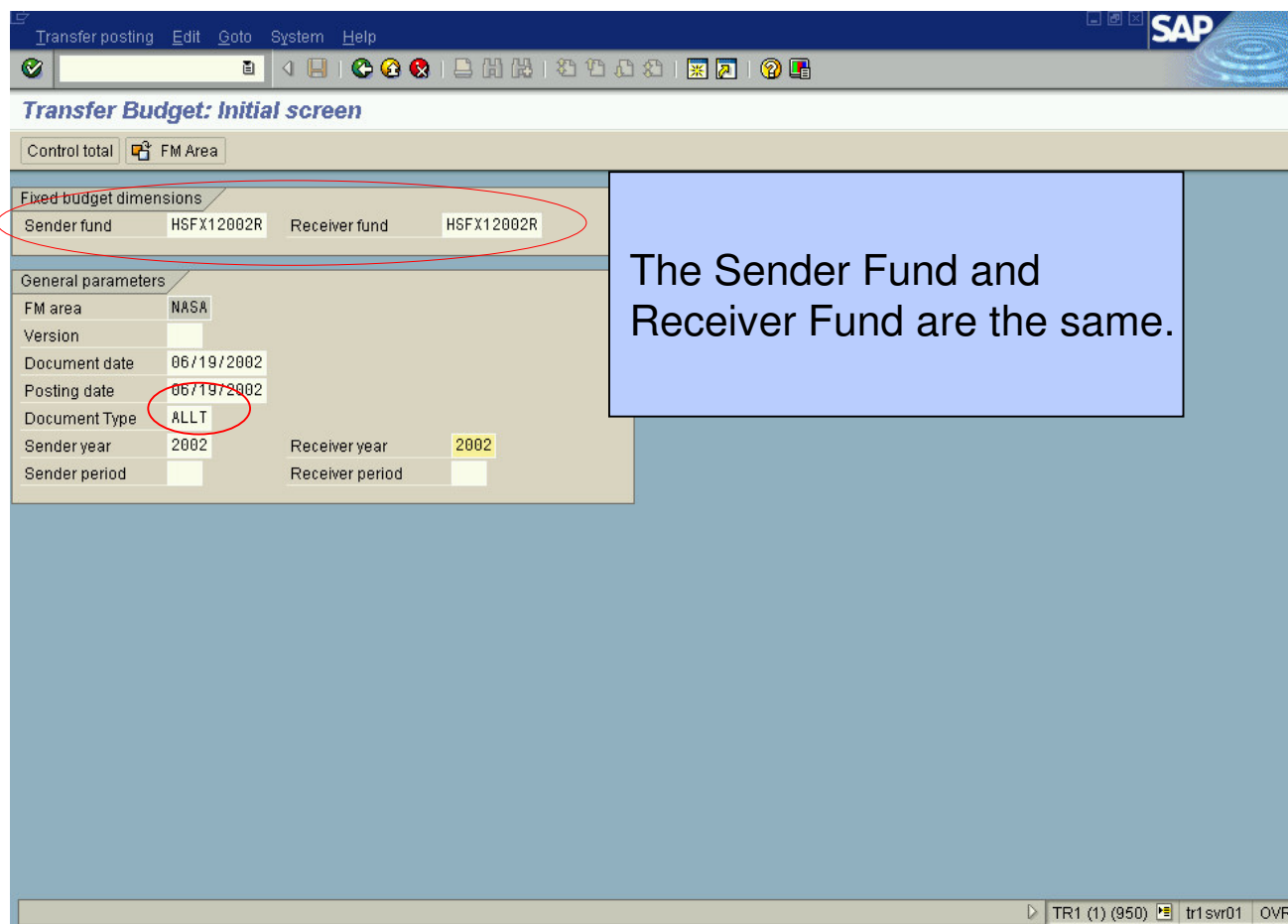
Screenshot

- Change: M00000000000000 Language EN



Screenshot

- Transfer Budget: Initial Screen



Transfer posting Edit Goto System Help

Transfer Budget: Initial screen

Control total FM Area

Fixed budget dimensions

Sender fund HSFX12002R Receiver fund HSFX12002R

General parameters

FM area NASA

Version

Document date 06/19/2002

Posting date 06/19/2002

Document Type ALLT

Sender year 2002 Receiver year 2002

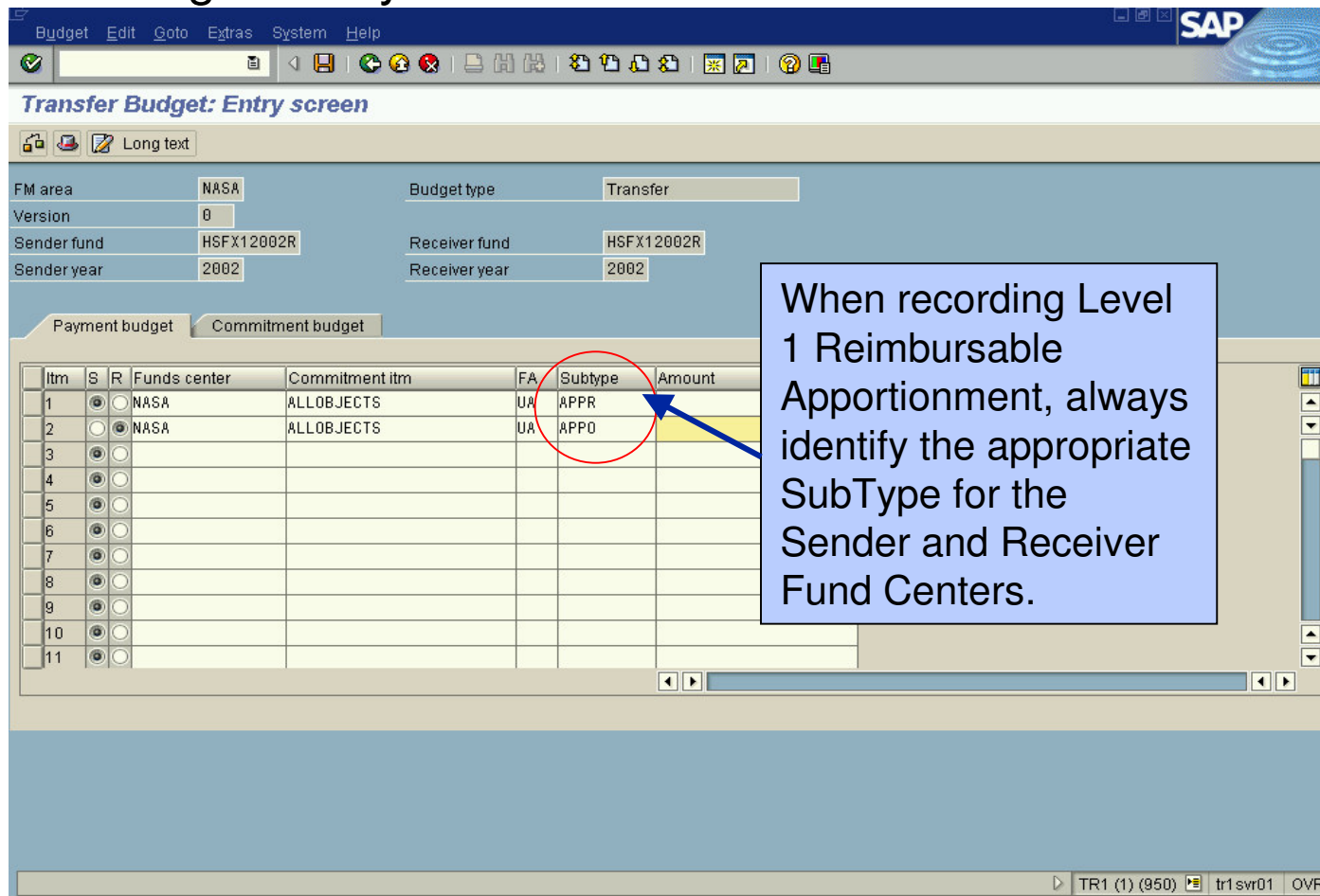
Sender period Receiver period

TR1 (1) (950) tr1 svr01 OVR

The Sender Fund and Receiver Fund are the same.

Screenshot

- Transfer Budget: Entry Screen



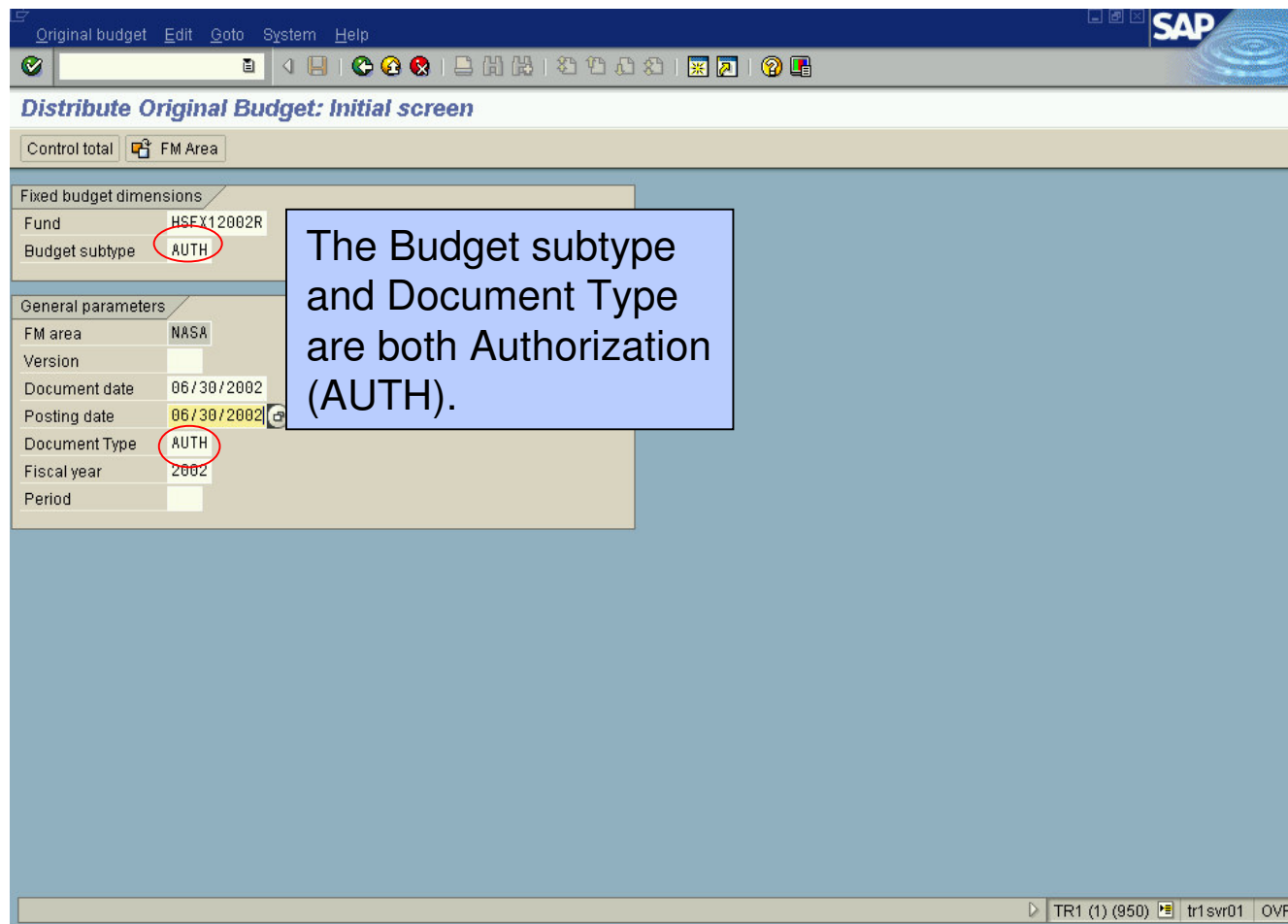
The screenshot shows the SAP 'Transfer Budget: Entry screen'. The interface includes a menu bar (Budget, Edit, Goto, Extras, System, Help) and a toolbar. The main area contains input fields for 'FM area' (NASA), 'Budget type' (Transfer), 'Version' (0), 'Sender fund' (HSFX12002R), 'Receiver fund' (HSFX12002R), 'Sender year' (2002), and 'Receiver year' (2002). Below these are tabs for 'Payment budget' and 'Commitment budget'. A table with 11 rows is displayed, with columns for 'itm', 'S', 'R', 'Funds center', 'Commitment itm', 'FA', 'Subtype', and 'Amount'. The first two rows are populated with 'NASA' and 'ALLOBJECTS'. The 'Subtype' column for the first row is circled in red, and a blue arrow points to it from a text box. The status bar at the bottom shows 'TR1 (1) (950)' and 'tr1svr01 OVR'.

itm	S	R	Funds center	Commitment itm	FA	Subtype	Amount
1	<input checked="" type="radio"/>	<input type="radio"/>	NASA	ALLOBJECTS	UA	APPR	
2	<input type="radio"/>	<input checked="" type="radio"/>	NASA	ALLOBJECTS	UA	APP0	
3	<input checked="" type="radio"/>	<input type="radio"/>					
4	<input checked="" type="radio"/>	<input type="radio"/>					
5	<input checked="" type="radio"/>	<input type="radio"/>					
6	<input checked="" type="radio"/>	<input type="radio"/>					
7	<input checked="" type="radio"/>	<input type="radio"/>					
8	<input checked="" type="radio"/>	<input type="radio"/>					
9	<input checked="" type="radio"/>	<input type="radio"/>					
10	<input checked="" type="radio"/>	<input type="radio"/>					
11	<input checked="" type="radio"/>	<input type="radio"/>					

When recording Level 1 Reimbursable Apportionment, always identify the appropriate SubType for the Sender and Receiver Fund Centers.

Screenshot

- Distribute Original Budget: Initial Screen



Distribute Original Budget: Initial screen

Control total ☐ FM Area

Fixed budget dimensions

Fund	HSEY12002R
Budget subtype	AUTH

General parameters

FM area	NASA
Version	
Document date	06/30/2002
Posting date	06/30/2002
Document Type	AUTH
Fiscal year	2002
Period	

The Budget subtype and Document Type are both Authorization (AUTH).

TR1 (1) (950) tr1 svr01 OVR

Screenshot



- Distribute Original Budget: Entry Screen

Original budget Edit Goto Extras System Help

Distribute Original Budget: Entry screen

Long text

FM area: NASA Budget type: Original Budget
Version: 0 Budget subtype: Authority
Fund: HSF12002R
Sender year: 2002 Receiver year: 2002

Payment budget Commitment budget

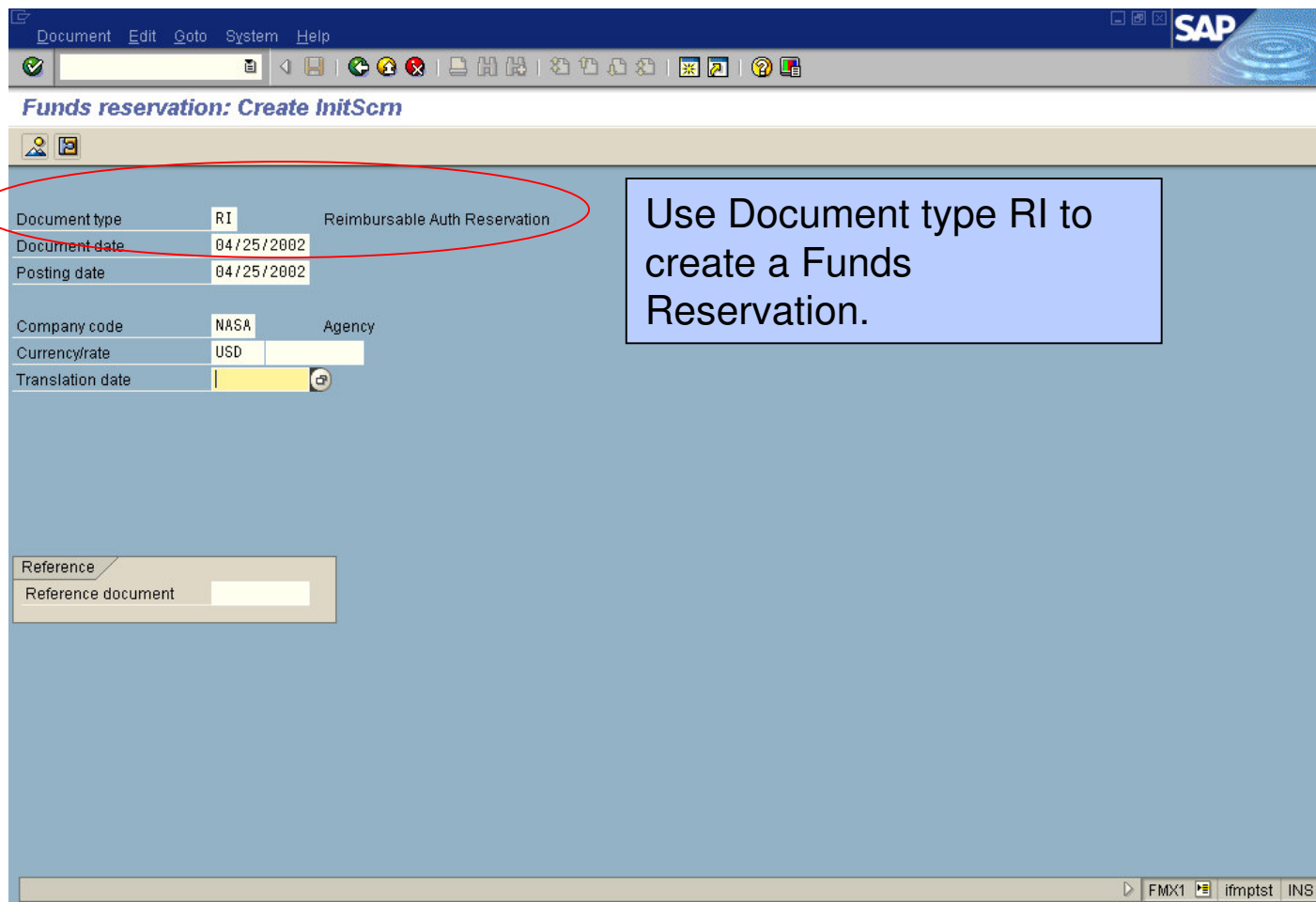
itm	S	R	Funds center	Commitment itm	FA	Amount
1	<input checked="" type="radio"/>	<input type="radio"/>	62-251	ALLOTHERS	RMB	5,000,000
2	<input type="radio"/>	<input checked="" type="radio"/>	62-251-10	ALLOTHERS	RMB	5,000,000
3	<input checked="" type="radio"/>	<input type="radio"/>				
4	<input checked="" type="radio"/>	<input type="radio"/>				
5	<input checked="" type="radio"/>	<input type="radio"/>				
6	<input checked="" type="radio"/>	<input type="radio"/>				
7	<input checked="" type="radio"/>	<input type="radio"/>				
8	<input checked="" type="radio"/>	<input type="radio"/>				
9	<input checked="" type="radio"/>	<input type="radio"/>				
10	<input checked="" type="radio"/>	<input type="radio"/>				
11	<input checked="" type="radio"/>	<input type="radio"/>				

TR1 (1) (950) tr1 svr01 OVR



Screenshot

- Funds Reservation: Create InitScreen



The screenshot shows the SAP 'Funds reservation: Create InitScreen' window. The 'Document type' is set to 'RI' (Reimbursable Auth Reservation), which is circled in red. The 'Document date' and 'Posting date' are both set to '04/25/2002'. The 'Company code' is 'NASA' (Agency), 'Currency/rate' is 'USD', and 'Translation date' is empty. A blue callout box on the right states: 'Use Document type RI to create a Funds Reservation.' The 'Reference' section at the bottom has a 'Reference document' field.

Document type	RI	Reimbursable Auth Reservation
Document date	04/25/2002	
Posting date	04/25/2002	
Company code	NASA	Agency
Currency/rate	USD	
Translation date		

Reference
Reference document

Screenshot



- Funds Reservation: Create Overview Screen

[illegible]

Screenshot



- Funds Reservation: Change Overview Screen

Funds reservation: Change Overview scm

Document number: 100000009 posted Document date: 03/20/2002
 Document type: RI Reimbursable Auth Reserv... Posted on: 03/20/2002
 Company code: NASA USD Agency Currency/rate: USD
 Doc.text: 62R-616-31 Spacecraft Goes 1-M
 USD
 Grand total: 2,145,514.00

Docu...	Overall amount	Text	Commitment item	Funds center	Fund	FA	G/L accou...	WBS element	Custom...
1	1,499,990.00	533 Contract (PR)	2600	62-616	SAT292001R	102	6100.2618	62R-616-31-9Q78-01	
2	100,000.00	Labor (CM)	1110	62-LABOR	SAT412002R	062	6100.1111	62R-616-31-9Q78-02	
3	67,850.00	Travel (AP)	2100	62-SDTRAVEL	SAT422002R	063	6100.2111	62R-616-31-9Q78-03	
4	23,804.00	Agency OH - ROS	9200.9945	62-771	SAT292001R	064	6100.9945	62R-771-50-A0-9Q78-01	
5	146,222.00	Center OH - ROS	9200.9935	62-771	SAT292001R	064	6100.9935	62R-771-50-C0-9Q78-01	
6	44,207.00	Agency OH - Labor	9200.9940	62-LABOR	SAT412002R	062	6100.9940	62R-092-03-A0-9Q78-01	
7	125,819.00	Center OH - Labor	9200.9930	62-LABOR	SAT412002R	062	6100.9930	62R-092-03-C0-9Q78-01	
8	30,376.00	Center OH - Fringe	9200.9910	62-LABOR	SAT412002R	062	6100.9910	62R-092-03-C0-9Q78-01	
9	37,126.00	Center OH - Fringe FERS	9200.9915	62-LABOR	SAT412002R	062	6100.9915	62R-027-03-9Q78-01	
10	27,560.00	Contract Administration	2550	62-361	SAT292001R	102	6100.2550	62R-361-00-9Q78-01	
11	27,560.00	Contract Administration	9200.9920	62-361	SAT292001R	102	6100.9920	62R-361-00-9Q78-01	
12	15,000.00	Depreciation	9200.4000	62-616	SAT292002R	102	6100.4000	62R-616-31-9Q78-DP	

Position: 1 / 12

FMX2 ifmptst OVR

Topic 2 Debrief



- Display Sending Fund Center/Fund Reimbursable Authority Balance
- Record Anticipated Reimbursements Level 1
- Record Reimbursable Apportionment Level 1
- Record Reimbursable Allotment Level 1
- Record Reimbursable Level 2 Program/Non-programmatic Authority



Topic 2 Debrief Continued



- Record Reimbursable Level 3 Center Authority
- Compare Receiving Funds Center Reimbursable Authority and Current Reimbursable Operating Plan
- Create Funds Reservation
- Change Funds Reservation (Line Items) Authority



End of Course Review

Review Objectives & Expectations



Individuals here should now be able to understand the following:

- ✓ Describe the Record and Maintain Reimbursable Budget Authority Process Flow
- ✓ How to Record and Maintain Reimbursable Authority at Agency/Center levels
- ✓ Describe the Process Funds Reservation Process Flow

Available Resources



-
- SAP Practice Training Instance
 - OLQR
 - Super-users within each department
 - Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

